

Town of Webster, New Hampshire

TOWN HALL VINYL SIDING PROJECT

945 Battle Street
Webster, New Hampshire

Prepared for
Town of Webster Select Board

Contract
Bid Documents
Specifications

July 6, 2015

BID DUE DATE/TIME: AUGUST 7, 2015 NOT LATER THAN 4 PM
MANDATORY PRE-BID MEETING: JULY 29, 2015 AT 4:00 PM

Town of Webster, New Hampshire
Select Board
945 Battle Street
Webster, New Hampshire 03303
Phone: (603) 648-2272 Fax: (603) 648-6055
www.webster-nh.gov

INVITATION FOR BIDS

The Town of Webster Board of Selectmen will receive sealed bids for the Town Hall vinyl siding project until August 7, 2015 at 4 p.m. Sealed bids expected to be opened at the Select Board meeting on July 29, 2015 at 4 p.m. The sealed envelope should be plainly marked:

“Bid 1A – Town Hall vinyl siding project”

Bids may be issued only by the Select Board to authorized firms and are not transferable unless authorized by the Select Board.

Bid documents may be obtained from the Select Board, 945 Battle Street, Webster, NH, 03303 for a non-refundable fee of \$10.00 or electronically from town website at no cost.

A mandatory pre-bid informational meeting will be held on July 29, 2015 at 4:00 pm, at the Town of Webster Town Hall, 945 Battle Street, Webster, NH 03303.

Each bid shall be accompanied by a certified check, cash, check drawn by a New Hampshire bank, or bid bond for and subject to conditions provided in the Instruction to Bidders. The amount of such bid deposit shall be ten percent (10%) of the total bid, made payable to the Town of Webster, New Hampshire.

The successful bidder will be required to furnish a Performance Bond and a separate Payment Bond, each in the amount of one hundred percent (100%) of the contract price. The bonds must be rated A+ by A. M. Best.

Progress Payments: On not later than the last day of every month, the Contractor shall prepare and submit an invoice covering the total quantities of work that have been completed from the start of the job up to and including the last day of the preceding month together with such supporting evidence as required by the Town.

Retainage: The Town shall retain a portion of the progress payments, each month, in according with the following procedures:

1. Until work is 50% complete, as determined by the Town, retainage shall be 10% of the monthly payments claimed. The computed amount of retainage shall be

- deposited in a non-interest bearing account established by the Town.
2. After the work is 50% complete, and provided the Contractor has satisfied the Town in quality and timeliness of the work, and provided further that there is no specific cause for withholding additional retainage no further amount shall be withheld.
 3. Upon substantial completion, the amount of retainage shall be reduced to 2% of the total contract price plus an additional retainage based on the Town's estimate of the fair value of the punch list items and the cost of completing and/or correcting such items of work, with specified amounts for each incomplete or defective item of work. As these items are completed or corrected, they shall be paid out of the retainage shall be held, in the non-interest bearing account, during the one/two year warranty period and released only after the Town has accepted the project.

Liquidated Damages: In the event that the Contractor fails to satisfactorily complete the work contemplated and provided for under this contract, on or before the contractual date, the Town shall deduct from the payments due the Contractor each month, the sum of two hundred dollars (\$200) per day for each calendar day of delay, which sum is agreed upon not as a penalty, but as fixed and liquidated damages for each day of such delay, to be paid in full and subject to no deduction. If the payment due the Contractor are less than the amount of such liquidated damages said damages shall be deducted from any other monies due or to become due the Contractor or shall be paid by the Contractor's surety.

The Town of Webster reserves the right to reject any or all bids or any part thereof, to waive any formality, informality, information and/or errors in the bidding, to accept the bid considered to be in the best interest of the Town, or to purchase on the open market if it is considered in the best interest of the Town to do so.

Failure to submit all information as detailed on the Bid Submission Checklist on and/or submission of an unbalanced bid are sufficient reasons to declare a bid as non-responsive and subject to disqualification.

All bids are advertised, at the Town's discretion, in various publications and are posted publicly as detailed below:

Name	Advertising Medium	Address	Phone/Fax	Email and Web Address
Town of Webster, NH	Posted on Town website and at the Town offices	945 Battle Street, Webster, NH	603.648.2272 603.648.6055	lpalmer@webster-nh.gov www.webster-nh.gov

Associated General Contractors	Bid House	48 Grandview Drive, Bow, NH 03304	603.225.2701 603.226.3859	plansroom@agcnh.org http://nh.agc.org
Construction Summary of NH	Bid House	734 Chestnut Street, Manchester, NH 03104	603.627.8856 877.356.9704	info@constructionsummary.com www.constructionsummary.com
Bid Ocean	Bid House	PO Box 40445, Grand Junction, CO 81501	866.347.9657 877.356.9704	bids@bidocean.com www.bidocean.com
McGraw Hill Construction	Bid House	880 Second Street, Manchester, NH 03102	603.645.6554 603.645.6714	Priscilla_littlefield@mcgraw-hill.com www.construction.com
New England Construction News – CDC News	Bid House	100 Radnor Rd, S-102, State College, PA 16801	1800.642.0008 1888.285.3393	mweaver@cdcnews.com www.cdcnews.com

Approved:

Bruce Johnson, Select Board Chairman

Date: _____

Bid Due Date/Time: August 7, 2015 not later than 4 pm.

SUMMARY OF WORK

PART 1 GENERAL

1.1 PROJECT IDENTIFICATION

- A. The name of the project is “Town Hall vinyl siding project – Bid 1A”.
- B. The project is located at 945 Battle Street, Webster, New Hampshire 0333.
- C. The contract documents are dated June 9, 2014.
- D. The owner of the project is the Town of Webster, NH, located at 945 Battle Street, Webster, New Hampshire 03303.
- E. The contact for this project is the Board of Selectman, Town of Webster, NH, 945 Battle Street, Webster, New Hampshire 03303.

1.2 DESCRIPTION OF WORK

- A. This project consists of, but is not limited to:

Prep. Remove all wood clapboards and other wood siding from the back side of the building.
Vinyl Siding. Install vinyl siding on the back side of the building. Siding to be CertainTeed MainStreet vinyl siding, double 4 inch woodgrain clapboard, .042 thickness, or similar quality. White. All additional accessory supplies to be included.
Lift Rental. If needed.
Clean, rake, magnetic rake, and remove all debris from site. All debris can be disposed of by contractor at the Webster-Hopkinton transfer station with no cost for disposal.
Please note that this only includes the back side of the building. The other 3 sides and the cupola are <u>not</u> included in this project.

- B. Since the Town Hall will be occupied during the implementation of the project, coordination with Town employees will be needed.
- C. The Contractor is responsible for all aspects of work on this project. All damages are to be repaired at no cost to the Town of Webster and to the satisfaction of the Town of Webster.
- D. The Contractor is responsible for:
 - 1. Legal disposal of all materials and debris.
 - 2. The maintenance and protection of personnel, public, and private property and vehicular traffic at all times during the implementation of this work.
- E. Refer to project drawings, as well as this project specifications for additional description of work to be done.

1.3 COORDINATION OF WORK EFFORTS

A. The contractor shall coordinate its work efforts with the Town of Webster during all phases of work.

1.4 CONSTRUCTION SAFETY/HEALTH

A. The Contractor, in all cases, shall be responsible for the safety of all persons involved on this project, and shall comply with OSHA, EPA, and all other applicable local, state, and federal agencies. The Contractor shall maintain copies of all MSDS sheets in a three ring binder at the project site. At the conclusion of the project, a copy of the complete binder shall be presented to the Owner.

B. The Contractor shall not be permitted to use any asbestos containing building materials (ACBM) on this project. The Contractor shall supply a letter to the Owner certifying that no ACBM's have been used on this project.

1.5 POTABLE WATER

A. The Contractor shall provide all potable water necessary to accomplish the work on this project.

1.6 PERMITTING

A. The Contractor shall be responsible for obtaining all permits necessary to accomplish the work on this project.

1.7 SANITARY FACILITIES

A. Portable sanitary facilities shall be provided by the Contractor in numbers adequate for the work force on-site in a location approved by the Owner.

1.8 FIRE PROTECTION

A. The Contractor shall provide fire extinguishers on-site in adequate numbers for protection of materials and equipment. The Contractor shall take all precautions necessary for the protection of all existing materials, furnishings, etc., as necessary during the implementation of the work.

1.9 INSTALLATION

A. All work shall conform to the contract documents, and applicable local, state, and federal requirements. Unless specified herein, contract work shall conform to Manufacturer's recommendations.

1.10 TESTING

A. Except as herein provided, the Contractor shall pay for all testing. All special testing called for by the Owner's Representative to confirm quality of installation which results in confirmation of work not meeting the specifications of the contract shall be paid for by the Contractor.

1.11 RESTORATION

A. All structures, facilities, finishes, utilities, etc., or landscaped or paved areas damaged during the duration of the work shall be restored by the Contractor to a condition acceptable by the Owner prior to final payment.

1.12 PROTECTION

A. Contractor to be responsible for the protection of all property including, but not limited to, all existing roadway components, utilities, fencing, concrete pads, building finishes, building components, all existing roofing, hydrants, trees, shrubs, grassed areas, etc., during all phases of the work.

1.13 INSURANCE

A. The contractor must have the following minimum coverage:

Commercial General Liability	\$1,000,000 – each occurrence
Medical Expense any one person	\$ 5,000
Personal and ADV Injury	\$1,000,000
General Aggregate	\$2,000,000
Products Completed	\$2,000,000

The Town Of Webster is to be listed as additional insured by CG2010 and CG2037 or its equivalent for general liability as well as Products/Completed Operations coverage.

The contractor shall ensure that any sub-contractor have equal or greater general liability limits and has signed a subcontractor's agreement with a hold harmless clause.

Contractor's policy shall include a waiver of subrogation against the Town of Webster.

B. The contractor shall ensure that anyone working on the site is covered by worker's compensation.

C. Commercial Auto Liability coverage including All Owned, Leased, Hired & Non-owned Vehicles at minimum limit of \$1,000,000 each accident.

1.14 TIME FOR COMPLETION AND LIQUIDATED DAMAGES

A. The work to be performed under the General Contract shall be finally complete within 60 days of notice to proceed.

B. It is expressly understood and agreed, by the Contractor and the Owner, that the time for completion of the work stated is reasonable for the completion of this project.

C. The Owner reserves the right to implement Liquidated Damages in the amount of \$200 per calendar day for the work on this project not substantially completed within the agreed upon limits.

PART 2 PRODUCTS

See bid documents.

Town of Webster, New Hampshire
945 Battle Street
Webster, New Hampshire
July 6, 2015

By signing this document, bidder recognizes all work to be completed.
Contract proposals valid 30 days from bid closing date.

Name _____

Signature_____

Address _____

E-mail Address _____

Contact Telephone Number_____

Bid 1A –Town Hall Vinyl Siding Project

Base Bid 1-A – Town Hall Vinyl Siding Project _____

Acknowledgment of Addendums if applicable, please initial _____

Thank you for your consideration on these projects.
Select Board
Town of Webster, New Hampshire